

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 9/15/2016

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Benjamin E Doty
Kristen E Hyde
Linda L Simon

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Marcie Rightnowar, Appeals Hearing Tech
Maurie Ellsworth, General Counsel
Jennifer Keyes, Technical Records Specialist

The meeting was called to order at 1:30 PM MDT by Heidi Brough Nye.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of July 28, 2016 after the requested changes are made. It was seconded by Mr. Doty. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the rule change regarding the reinstatement fees that brings the Board Rule in line with Idaho Code 67-2614 has been approved by the Governor's Office and will be published in the October bulletin.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$107,695.83) as of August 31, 2016.

INVESTIGATIVE REPORT

Ms. Rightnowar gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA02016-1. It was seconded by Ms. Hyde. Motion carried.

OLD BUSINESS

To Do List – The Board reviewed the to-do list and no action was taken.

NEW BUSINESS

Ms. Hyde made a motion to direct Ms. Keyes to send applications to Ms. Simon between meeting dates, for review and approval, unless she is unavailable, then they are to go to the Chair. It was seconded by Mr. Doty. Motion carried.

NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS (NAB) MEETING

Mr. Doty made a motion to approve the Chair to attend the NAB meeting in November. It was seconded by Ms. Hyde. Motion carried.

PROVISIONAL PERMIT DISCUSSION

Ms. Hyde made a motion to assign a research project to Ms. Simon to review the current provisional permit verbiage and research adding hours in Idaho as part of the experience requirement and to come up with a recommendation for the Board to review. It was seconded by Mr. Doty. Motion carried.

CORRESPONDENCE

Ms. Simon made a motion to authorize a request for additional documentation regarding the continuing education course that was submitted for Board review and authorized the Chair to review and approve it upon receipt. It was seconded by Ms. Hyde. Motion carried.

EXECUTIVE SESSION

Mr. Doty made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Hyde. The vote was: Ms. Brough Nye, aye; Ms. Simon, aye; Ms. Hyde, aye; and Mr. Doty, aye. Motion carried.

Mr. Doty made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Brough Nye, aye; Ms. Simon, aye; Ms. Hyde, aye; and Mr. Doty, aye. Motion carried.

APPLICATIONS

Ms. Hyde made a motion to approve 901146955 for a provisional permit pending additional information being received and approved. The motion includes approval to then sit for the exam. It was seconded by Mr. Doty. Motion carried. Ms. Simon was recused.

Ms. Hyde made a motion that upon receipt of additional information and a Board member's review, applicant 901145866 can sit for the exam. It was seconded by Mr. Doty. Motion carried.

Ms. Hyde made a motion that upon receipt of additional information and a Board member's review, applicant 901147025 can sit for the exam. The request for a provisional permit was denied. It was seconded by Mr. Doty. Motion carried.

Mr. Doty made a motion that upon receipt of additional information and a Board member's review, applicant 901146690 can sit for the exam. It was seconded by Ms. Hyde. Motion carried.

Ms. Simon made a motion to deny Kara Noblitt per Idaho Code §54-4213.1.c and 4206.1. It was seconded by Ms. Hyde. Motion carried.

NEXT MEETING was scheduled for January 19, 2017 at 1:30 PM.

ADJOURNMENT

Mr. Doty made a motion to adjourn the meeting at 4:30 pm. It was seconded by Ms. Simon. Motion carried.

Heidi Brough Nye, Chair

Benjamin E Doty

Kristen E Hyde

Linda L Simon

Tana Cory, Bureau Chief